Ohio Unit Plan of Action



COMMUNITY SERVICE

CITATION OF MERIT
Department of OHIO
REQUIREMENT

CHAIRMAN
Roseanne Paquette
5359 Cresthaven Apt 6
Toledo, OH. 43614
(419) 509-1500
Email – Rosanne.paquette@yahoo.com

VICE CHAIRMAN
Katherine Piper
758 W. Coshocton St
Johnstown. OH. 43031
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Kate9387@gmail.com

REPORT DUE TO DISTRICT CHAIRMAN BY: May 1, 2027

District Community Service Chairmen

District Chairmen									
DNO	UNO	First Name	Last Name	Address	City	State	Postal Code	Cell Phone	Email Address
01	553	Patti	Watson	1150 Elco Ave	Maumee	OH	43537	(419) 309-3362	pattiwatson09@yahoo.com
02	179	Erin	Finfrock	16399 St Rt 114	Grove City	OH	45849	(859) 801-3229	finfocke@yahoo.com
03	776	Juanita	Ballard	601 Wenger Rd Apt.10	Englewood	OH	45322	(937) 260-3685	Queen2007@att.net
04	615	Ericha	Justinaino	1100 Snider Rd. Apt 67	Mason	OH	45040	(859) 801-3229	erichalynne@yahoo.com
05	535	Sandy	Van Houten	4802 Bellville N. Rd.	Bellville	OH	44813	(419) 631-6911	leianncline@gmail.com
06		Barb	Arndt	1996 Co. Rd. 170	Marengo	OH	43334	(419) 560-5897	Barndt501@twccor
07	062	Leah	Deffenbaugh	3423 McGinn Dr. Apt. 202	Grove City	OH	43123	(740)466-4281	ldeffenhaugh@gmail.com
08	021	Darci	Rogers	5258 Deeds Rd.	Pataskla	OH	43062		Cartha59@aol.com
09	151	Tina	Betts	463 Mill St.	Conneaut	OH	44030	(440)265-8161	tinakins49@hotmail.com
10	070	Ruby	Witherow	1020 Crawford Rd.	Wellsville	OH	43968	(330) 843-3380	r.witherow@comcast.net
11	768	Lisa Jo	Snodgrass	PO BOX 115	Beallsville	OH	43793	(740) 359-6291	Lj5@ME.COM
12	144	Ann	Garren	3744 Abney Rd.	Columbus	OH	43207	(614) 749-2821	anngarren@hotmail.com
13	421	Allison	Nye	28207 Winsteria Dr.	North Olmsted	OH	44070	(330) 573-2228	allison.nye7@gmail.com
14	331	Heather	Sepelak	120 E. Highland Ave.	Ravenna	OH	44266	(330) 631-5922	hcsepelak@yahoo.com

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Department Report Form

This Form should be attached to each narrative submitted for information, Citation of Merit requirements and possible Department award. Please fill out the information completely and accurately. A Unit must submit this report form with boxes completed and answer the questions below to earn the Citation of Merit. Narrative word count must follow directions given in award guidelines. Simple or elaborate stories will be accepted as a report.

Please complete the following with the complete name of your Unit: _____

District: _____	Unit #: _____	Unit Membership Goal: _____	Unit Membership Total as of Report: _____
Name of Person Completing Report:		Unit Chair	Unit President
Phone #		Email:	Membership ID (if available)
Specific Award Name (if applicable)			

4. Our Service Representing the ALA in Our Community

	For any service not included in Sections 1-3	Obtain Total From	Member +	Unit =	Total
Line 19	Total number of hours	*Member Form Line 14*		N/A	
Line 20	Total dollars spent	*Member Form Line 15*	$	$	$

Narrative Deadline: May 1, 2027

Narrative Guidelines:

Narrative must be typed written in narrative form.
Narrative must not exceed 1,000 words. (Can be fewer words if program dictates)
Narrative may include photographs, news articles, flyers, Facebook posts, and Unit newsletters.

Answer the following Questions in your narrative. Note: You do not need to answer these questions if providing the answers in a narrative.

What is the total number of volunteers your Unit had for the year?(Cannot exceed the number of paid Senior Members.)

_____

What is the total number of Junior Volunteers your Unit had for the year? _____

How many non-members volunteers, seniors and juniors, did you have and what event or project did they participate in? Did your Unit recruit these volunteers as new members? If so, how did you do that?

_____

_____

_____

_____

How did your Unit engage Junior Members and/or High School Students (with or without service hour requirements to graduate) in ALA Community Service activities, events and/or projects?

_____

_____

_____

Questions for Narrative continued:
Did members volunteer for, or organize service projects for any of the ALA suggested days of service? If so, which days were the most successful? What were any challenges you had?

_____

_____

_____

What types of Community Service activities, events, or projects were done in Unit?

_____

_____

COMMUNITY SERVICE

Get Involved

Purpose: The purpose of the Community Service Committee is to promote the American Legion Auxiliary's commitment to making our communities better places to live by supporting local service projects. *Standing Rules #6, National Committees Mission Outreach*

Promote these (3) Projects:

1. **American Legion Family Day — April 24, 2027.**
    - The National Executive Committee of The American Legion Passed Resolution No. 7 in October 2022, establishing American Legion Family Day to be observed annually on the last Saturday of April.
    - Posts are encouraged to open their doors to members of their community for the day to recognize and celebrate the accomplishments of Legionnaires, Sons of The American Legion members, Legion Riders, and American Legion Auxiliary.
    - Bring awareness to The American Legion's "Be the One" initiative to improve access and reduce the stigma around mental health services.
    - Use the "How To" sheet to assist ALA members in promoting American Legion Family Day.
    - Plan activities for various age groups.
    - Highlight our 100+ years of service to veterans and the community.
2. **Martin Luther King Day of Service**
    - Promote patriotic community service activities to build community partnerships.
    - Use this holiday as an opportunity to serve veterans as our mission statement states.
    - Help veterans in their home with projects like building an accessible ramp, yard work, or home repairs.
    - Organize or participate in a stand down.
    - Encourage members to check with their employers for Martin Luther King Jr. Day of Service opportunities.

    Keep good records of hours and activities for year-end reporting
3. **Participate in the 9-11 National Day Service**
    - Encourage members to make an official pledge of service on the 9/11 Day of Service website.
    - A service pledge can be as broad or specific as the member would like, so long as it is in the spirit of service and remembrance.

3. **Participate in the 9-11 National Day Service** continued
    - Invite members to "pass It on!" and share their pledge with others through Instagram, Twitter, Facebook, or other means.
    - Participate in a volunteer activity or project of which they are already a part and encourage others to join.
    - Organize a service activity specifically for 9/11 Day.

    Record hours and activities for year-end reporting.

OHIO – for Patriots Day (9/11), volunteer in your local school to increase awareness about what happened on 9-11 and discuss how that has changed our lives.

Other ways to promote the program:
Other volunteer opportunities to volunteer at and help organize service projects on other ALA suggested days of service:

- POW/MIA Recognition Day (Sept. 18, 2026)
- Make a Difference Day (Oct. 24, 2026 – 4th Saturday of October)
- Veterans Day (Nov. 11, 2026)
- National Family Volunteer Day (Nov. 21, 2026 – the Saturday before Thanksgiving)

Find new and creative ways and suggestions to promote the program.
Continue to use what works, but think outside the box for fresh ideas.

- Promote participation in blood drives, CPR training, and emergency preparedness (National Security).
- Suggest participation in child safety programs (Children & Youth).
- Participate in patriotic holidays (Americanism).

OHIO – for increasing patriotism awareness, march in parades for Veterans Day and 4th of July

- Develop new ways to reach diverse groups (age, ethnicity, etc.).
- Encourage units to create visible events in the community that support veterans (VA&R).
- Use community events to raise awareness of The American Legion's Be the One initiative to reduce the rate of veteran suicide.
- Represent the Auxiliary in your local area by volunteering in your community
- Be visible in your community, either as a single member, or as a Unit. Whenever possible, wear ALA clothing with the Auxiliary emblem, or an emblem pin.
- Join a local board, task force, or committee. Provide information on Community Service activities and events to your members and encourage them to get involved. Implement and promote the tips, ideas, and strategies in the *ALA Service Not Self Volunteer Toolbox* to offer more well-rounded service projects.
- Volunteer at local libraries, food pantries, churches, domestic violence shelters, senior citizen centers, assisted living centers, nursing homes, and for service projects and causes (walks, special events, etc.). Partner with local Meals on Wheels to deliver meals on days they are closed (i.e., Christmas and Thanksgiving).
- Volunteer in local nursing homes with a memory care unit to sit with Alzheimer's or dementia patients. Offer to relieve the caregiver of an Alzheimer's or dementia patient if you know they are struggling, in order to give them a moment to themselves.
- Sponsor food drives in your area. Place a box of non-perishable items from Unit members. Those people who need items (including members) can pick items for their use.

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- Work with your Juniors to volunteer their time to tutor younger children with reading and math assistance and homework. Encourage members to bring school supplies to each meeting and then gather the supplies and hold "A Back to School Night" with filled backpacks for the students who need them.
- Auxiliary members can offer tutoring hours for the students as well. Donating your time at local libraries can be a big help at an accessible location.
- Work with your local school to promote helping high school students with collecting their community service hours many schools require for graduation. Work with the administrator to put ALA members in contact with students.
- Advertise/Promote your service projects and events.
- Post information on social media, websites, and community forums. Make flyers and post them in your local businesses. Include information in your Post and Unit Newsletter.
- Attend and represent the Auxiliary at special celebration events in the community such as community and holiday parades, grand openings of community facilities and leader recognition ceremonies.
- Work together with your Post on Service Projects and Events.
- Sponsor and/or participate in appreciation activities/events for local First Responders and Healthcare Workers. Take lunch to the Police/Fire stations and hospital or doctor's offices. Invite them to a dinner at your Post.
- if you volunteer at any local festivals or fairs, such as having a booth that highlights the American Legion Auxiliary, how they can donate to our organization and increase awareness of our organization in the community, be sure to be branded and have literature, flyers, and membership applications to pass out. These items can be requested from your Department Headquarters.

OHIO – Mental Health Initiative – With all the violent events occurring in our world today, it is more important than ever to make mental health a priority.

- Contact local mental health services in your community such as NAMI (National Alliance on Mental Illness), Ohio MHAS (Ohio Department of Mental Health and Addiction Services, Harbor Behavioral Health). Ask them what you can do to enhance and promote the services they provide. Find out how you can help them reach out to more individuals who need help. Check these resources for age specifications that include school-age through teen children.
- Contact NAMI and MHAS in Ohio to obtain flyers to increase awareness for mental health and partner with local schools for their "Back to School Night" to pass out the information. You can reach out to someone you know that is suffering from mental health issues and offer to assist them in obtaining help.
- Reach out to someone you know with mental health issues. See if you can arrange help for them from the Mental Health Agencies in your community.

OHIO – Promote awareness of and contribute to the Ohio Disaster Emergency Assistance Program

- Hold a fundraiser to support the Ohio Disaster Emergency Assistance Fund
- Make information about the program available to your members. The application is now on the website under the Department Community Service tab.
- Members can apply for both this grant and the AEF grant. Units are also eligible to receive this assistance.
- Have your local unit collect supplies for what is needed and take them to the affected area where they are collecting the donations.

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COMMUNITY SERVICE RESOURCES

- Community Service National Facebook page: https://www.facebook.com/groups/ALACommunityService
- ALA National website: https://member.legion-aux.org/member/committees/community-service
- American Red Cross: www.redcross.org
- United Way: www.unitedway.org
- Volunteers of American: www.voa.org
- National Alliance on Mental Illness: www.namiohio.org

Year-End Reports

Annual reports reflect the program work of the units in the department and may result in a national award for participants if award requirements are met. **Each Unit Community Service Chairman is required to submit a narrative report by May 1, 2027, to the District Community Service Chairman.** (addresses on front of POA)

NATIONAL AWARD INFORMATION & DEADLINE

Most Outstanding Unit Community Service Program – one per division. The Anna Mae Beckley Plaque winner will be sent on to National to compete for this National Award.

DEPARTMENT AWARD INFORMATION & DEADLINE

*NOTE: The Annual Report Forms must be sent to your **District** Community Service Chairmen. You are highly encouraged to send photos of your Unit conducting Community Service events and promoting the program. We hope to highlight your Units and its members during the Department Convention. Please send along with your narratives, photos and clippings showing Community Service.

- The **District Chairmen** Annual Reports are due to Department Community Service Chairman Rosanne Paquette and by **May 15, 2027**.

MEMBERSHIP CATEGORIES – Based on **GOAL**, not actual members paid.

Group 1	10-50 members	Group 2	51-100 members
Group 3	101-200 members	Group 4	201-400 members
Group 5	401-600 members	Group 6	601 & up

Anna Mae Beckley Plaque - A plaque will be presented to the Unit for the best all-around Community Service Program based on the annual report/narrative. Entry must be in narrative form not to exceed 1,000 words and sent to your **District Community Service Chairman.** *District Chairman will select one winner in each Membership Category based on goal and forward **all** narratives to the Department Chairman.*

Mary Parker Plaque- A plaque will be presented to the Unit with the most outstanding single Community Service **ACTIVITY** during the year. Entry must be in narrative form not to exceed 1,000 words. Send to Department Community Service Vice Chairman.

Spirit of Community Plaque - A plaque will be presented to the Unit with the best narrative on a Community Service **PROJECT** involving the Unit and other organizations. Entry must be in narrative form not to exceed 1,000 words. **Send to Department Community Service Vice Chairman.**

Unit Member Community Service Appreciation Award – Each Unit may submit one name to the Department Chairman. Submission must be in narrative form showing the member doing outstanding work in the community. The candidate must be a volunteer who spearheads a community project, taking care of a non-veteran community member outside of their family, visiting the homebound residents, or just spending time with a community member at risk. This person works for the good of the community, regardless of who needs help, and they always represent the American Legion Auxiliary. They possess great organizational skills are compassionate, kind, and humble. Unit winners will receive a Certificate Award.

Award Criteria:

- Narrative and must be 500 words or less
- Include Unit member's picture (doing a task in the community- optional)
- Include Unit winner's name and contact information
- Due to Department Community Service Chairman.

Please don't forget to include photos in your award/narrative submissions. We hope to recognize your Unit at Department Convention this year and need photos of your Community Service Projects and Events.

How to Partner with Organizations for Community Outreach

Many times, programs and projects held by the American Legion Auxiliary are held at the post with primarily members attending and volunteering. In an effort to promote patriotic community service activities and build community partnerships, units are encouraged to host events to raise community awareness of what we do while focusing on our national heroes. (It is encouraged not to use these events for membership recruitment purposes.)

Community Outreach Examples:

- Plan a Send Off and/or Welcome Home event.
- Plan a stand down.
- Coordinate a Veterans Creative Arts Festival with your local VA facility.
- Facilitate theme-related events such as a Back to School Bash, Easter Egg Hunt or a holiday-themed party (with gifts) for military and underprivileged children at the post or local community center.
- Hold 5K Freedom Walk with proceeds going to a veterans-related cause.
- Hold a Community Covenant event, 9/11 Remembrance event or Blue Star Banner Salute (see our guide: How to Invite Community Support for those Serving).
- Hold other mission-focused events that are open to the community.

How to Partner:

- Gather up to five active Auxiliary members (not necessarily officers) and develop a list of community influences—both individuals and organizations. Host a planning event to bring this focus group together to discuss your project. See Possible Local Partners/Volunteers for possible partnering organizations. Contact any additional organizations/groups that would make good collaborators on this project.
- Working with your partnering organizations/groups, design an event that will benefit veterans and their families in your community. See Community Outreach Examples for some event possibilities.

- Secure an honorary chairman for your planning committee. This person could be a local TV or radio personality or local celebrity, but it should be someone that the community trusts and to whom they listen.

Run your event like a business. Create a budget. Secure media partners for promotion of the event and any sponsorships needed to fund it (i.e., sponsorships for free food, giveaways, prizes).

- As you solicit donors and the media, have a prepared "elevator speech" that covers the aims and goals of the project, including information about the key organizations with which you are collaborating.
- Know your objective and target audience.
- Focus on the shared purpose/passion behind the project.
- Be firm on project deadlines.
- Scope out possible locations for your event. Community events are often too large to host at a post home. Consider a central community location so as not to give the impression of a recruiting event. If the event has sponsors, they could donate space to hold it. Obtain and have the necessary permits on hand. Plan for extras that will be needed such as food and audio/visual equipment.
- Fulfill all promises to sponsors, such as booths or signage at the event.
- Recruit volunteers for additional help at the event, as it becomes necessary.

Identify a media outlet that best fits the needs of your project; the one you like best may not be the best to promote the project. You might select one key media source for any special promotions or access, but you should send information to several television and radio stations.

- If you are seeking donation of television time, be cautious of February, May and November, as these are "sweeps" months. During these months, a television station may be less likely to donate airtime.
- Notify the media of your event in advance with a media advisory and phone call, inviting specific contacts at the outlet to attend four to six weeks in advance. Remind the general media of the event two weeks before the event date with the media advisory
- Be sure to ask you media sponsors for time, not money. Remember: Their donated time is money you save, and be aware the size of the media market in your town.
- A large media market may mean you are able to get the radio or TV station to develop the promotional spot and donate airtime, but please do not expect this as it is rare. A smaller market means you may be able to get more coverage of your event.
- Regardless of the size of the media market, be sure to announce where those interested can get additional information.
- Submit new releases to be published within 10 days before the event, inviting the community to attend. While the weekend paper gets the most exposure, it is the most difficult to get into. If the wording is changed, it can be resubmitted for the day of the event, but it is most likely the release will be published only once.
    - Add the event to community calendars for newspapers and media outlets.
    - Provide information on main partners' websites and social media accounts.
- Ask for a specific schedule of when your advertisements will appear.

Possible Local Partners/Volunteers:

- Local high school National Honor Societies and JROTC
- Local college students [Community Engagement/Service office and/or Student Veterans of America (SVA) group]
- Local churches
- Family Readiness Groups
- U.S. Navy Seabees
- Girls State alumnae
- American Legion Baseball teams
- Boy and Girl Scouts; Cub Scouts and Brownies
- Boys & Girls Clubs of America affiliated Military Youth Centers on military installations
- Any partnering organizations already with a connection to your unit
- Individuals interested in volunteering with the Auxiliary ("Auxiliary Advocates")
- Other local organizations – such as: Lions Club, Kiwanis, Moose Lodge, Elks Lodge, etc.

Follow-Up: Evaluate the Success of the Event

- Did your event accomplish the stated objectives? If not, was there another meaningful outcome?
- Did those in attendance express interest in getting more information about or joining the Auxiliary? This event should not be an overt membership tool, but some of your community volunteers and attendees may have asked about membership or expressed interest in the Auxiliary. This should be considered a success since you were a positive representation of the Auxiliary.

After the Event:

- Be sure to thank any sponsors or donors with a personal note saying why their donation mattered. If you have any media clippings or participation number to cite, include them.
- Send a personal note of thanks to any community volunteers expressing your appreciation. Say how much you enjoyed working with them (if you did) and invite them to participate again with the Auxiliary at a specific volunteer event, if available.
- Thank any organizations or individuals who helped your event run smoothly (i.e., getting a permit or promoting the event) with a token of appreciation such as a greeting card signed by the committee. Be sure to include "American Legion Auxiliary" and other partnering organizations on the card.
- Send photos and detailed information about your event for consideration in the *Auxiliary* magazine to alamagazine@ALAforVeterans.org. Doing so may gain more exposure for your unit and sponsors!

DISASTER EMERGENCY ASSISTANCE PROGRAM

Instructions and Application

The Ohio Disaster Emergency Assistance Program offers help to members and Units directly involved in a disaster. Individual members as well as Units may apply for financial assistance.

DISASTER EMERGENCY ASSISTANCE PROGRAM

INSTRUCTIONS

REQUIRED APPLICATION INFORMATION: In order to obtain a grant from the Ohio Disaster Emergency Assistance Program, the applicant must have sufficient, documented information to justify the need. Therefore, the application must be filled in completely and accurately. **Application for grants must be made within 30 days of the date the emergency occurred.** If needed, additional supporting data (photos, estimates, etc.) should be attached. Please type or print clearly.

Application Information

1. **Date** - Date of application.
2. **Name** - The applicant's name.
3. **Title** - For Unit requests ONLY.
4. **Membership Number** - The applicant's membership number.
5. **Unit Number** - Unit Number where the applicant is a member.
6. **Address** - Applicant's full mailing address where approved funds are to be sent.
7. **Telephone** - The applicant's telephone number or a number where the applicant can be reached if her telephone is not working.
8. **Signature** - The signature of the member who completed the application and will receive the approved funds.
9. **Date of Loss** - Date loss or need occurred.
10. **Type of Disaster** - Type of disaster which caused loss or need.
11. **Description of Loss/Need** - Describe the personal or Unit property that will be cleaned, repaired, or replaced. You must also provide supporting documentation such as photographs, statements, and estimates regarding your loss or repair.
12. **Unit Certification** - Signature of Investigating Member or Unit Officer attesting to the validity of this claim. Please attach investigation report.
13. **Repair/Replacement Estimate** - The amount needed to clean, repair, or replace the item(s) for which you are requesting financial assistance.
14. **Amount Available From Other Sources** - Assistance you have or will receive from the Red Cross, American Legion Post or Auxiliary Unit, and/or other community groups.
15. **Income/Dependents** - Your combined monthly income and the number of people residing in the household.

SPECIAL NOTE: Send completed application to Department Headquarters at the address shown below. If additional information is required, the Department Secretary will either call or return the application to the sender describing the additional information needed.

Send completed application to: **AMERICAN LEGION AUXILIARY**
DEPARTMENT OF OHIO
1100 BRANDYWINE BLVD., BLDG. D
ZANESVILLE OH 43701

For additional information call: **(740) 452-8245**

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DISASTER EMERGENCY ASSISTANCE PROGRAM

APPLICATION

Please Type or Print Clearly

Type of request: (check one)
☐ Unit Request (Must be completed by the authorized Unit Officer)
☐ Individual Member Request

1. Date _____
(Date of Application)

2. Name _____ 3. Title _____
(First) (MI) (Last) (For Unit requests ONLY)

4. Membership Number _____ 5. Unit Number _____
(Full 9-digit number)

6. Address _____
(Street, Route, Apartment, PO Box, etc.) (City) (State) (Zip Code)

7. Telephone (_____)_____ 8. Signature _____
(Area Code) (Applicant's signature)

9. Date of Loss _____ 10. Type of Disaster _____
(Date loss or need occurred) (Flood, fire, tornado, etc.)

10. Description of Loss/Need (Use back for more room) _____

_____

_____

_____

_____ (Attach all supporting documentation, i.e., photographs, estimates, etc.)

11. Unit Certification _____(Please attach investigation report.)
(Signature of Investigating Member or Unit Officer)

12. Repair/Replacement Estimate $_____

13. Amount Available From Other Sources $_____
(From donations, Red Cross, community groups, etc.)

14. Income/Dependents—Monthly Income $_____ Number of Dependents _____
(Living in household)

FOR OFFICE USE ONLY

☐ Approve
☐ Disapprove

Recommended amount $_____ Date of award _____

Signature _____ Signature _____
(Department Secretary) (Department President—if required)